



Date Adopted: 07/05/2005

Date Revised: _____

Title: Senior Plan Checker

FLSA: Non-Exempt

General Purpose:

Under general direction of the Building Official, the Senior Plan Checker performs supervisory and technical functions in the checking of building plans and related documents submitted to the Building Division of the City's Community Development Department, and performs related duties as assigned.

Distinguishing Characteristics:

The Senior Plan Checker is distinguished from the Building Official classification in that the latter is responsible for the administration and supervision of the entire building Division operation, including building inspection, plan checking and plan check engineering functions.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervises assigned building permit Staff, which may include technical, clerical and temporary employees;

May assume the responsibility for supervision of all Division functions in the absence of the Building Official;

Assigns, prioritizes and review the work of assigned building permit Staff;

Work with subordinate staff to determine training needs;

Performs performance evaluations of Division Staff as needed;

Ensures that permits are processed in an accurate and timely manner;

Provides input and assists in the establishment and/or improvement of procedures, policies and budgetary matters;

Assists in the preparation and administration of the Division's budget;

Provides for continuous improvement for building permit operations;

Verifies that permit application and plans meet the minimum requirement or all applicable Codes, State and local regulations.

Minimum Qualifications:

Knowledge of:

Plan checking techniques;

Building construction principles, practices and safety standards;

Building plans and specifications;

The Uniform Building Code, the Uniform Mechanical and Plumbing Codes, the National Electrical Code and other applicable state and local codes;

Basic structural engineering principles;

Basic budgeting principles and practices;

Principles and practices of supervision;

Customer service techniques, including principles of dealing with other, particularly in adversarial situations.

Ability To:

Work effectively with the public using tact and good judgment under sometimes tense and emotionally charged situations; provide exceptional customer service; maintain effective, tactful and courteous working relationships with the general public, homeowners, contractors, and City Staff;

Work without close supervision and use discretion in making decisions; solve difficult and complex issues; work on multiple projects and effectively set priorities;

Maintain accurate records and prepare clear and concise correspondence and reports; exercise initiative and sound independent judgment within established guidelines;

Effectively apply the required knowledge and skills in the daily performance of assigned duties;

Explain technical subjects to non-technical individuals;

Supervise assigned staff;

Acquire knowledge of the overall Building Division operations and applicable department and City operations;

Learn and operate the Division's permit tracking computer;

Learn the street layout and topography of the City of Dublin;

Acquire a thorough knowledge of building permit procedures, the overall Building Division operations and all applicable Department and City operations;

Communicate effectively both verbally and in writing;

Work on multiple projects and effectively set priorities;

Effectively apply codes and related regulations in completing plan checking in an accurate and timely manner;

May be required to perform complex building and accessibility inspections of structures during construction to ensure conformance to City and State Codes, approval plans, calculations and specifications, using appropriate safety precautions.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential duties require the mental and/or physical ability to: work regularly in a standard office environment and periodically in a field environment involving body movement, dexterity and agility for balance and coordination while visiting construction sites; see well enough to read fine print, blueprints and VDTs; operate a computer keyboard; drive a vehicle; and hear and speak well enough to converse on the telephone or in person over noise.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Other Requirements:

Willingness and ability to work scheduled and emergency overtime; travel to attend workshops, seminars and meetings during work and non-work hours; take courses required to satisfactorily perform the job; work late at night; and work outdoors in all weather conditions.

Experience, Education and Training:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the 12th grade. Equivalent to possession of an AA or AS degree in civil engineering, structural engineering, building inspection technology or a related field is preferred. Applicable experience may substitute for the education on a year-for-year basis.

Experience: Three years of plan checking experience. Lead or supervisory experience is preferred. A background in building inspection is preferred. Journey-level building inspection experience (with ICC Combination Inspection Certification) may be substituted for up to two years of the plan checking experience.

Licenses; Certificates; Special Requirements:

Possession and maintenance of the Plans Examiner Certificate issued by the International Code Council required within six months of appointment.

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.